Military Etiquette/Courtesy

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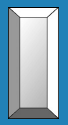
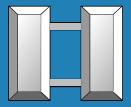
53642

Overview

- Officer
- Enlisted
- Civilian
- How They Compare
- How to Address
  - Military
  - Enlisted
  - Civilian
- Summary

Officer Ranks - Pay Grades

	Second Lieutenant	O-1
	First Lieutenant	O-2
	Captain	O-3
	Major	O-4
	Lieutenant Colonel	O-5
	Colonel	O-6

Officer Ranks - Pay Grades

Brigadier General O-7

Major General O-8

Lieutenant General O-9

General O-10

Enlisted Ranks - Pay Grades

Airman Basic	E-1
Airman	E-2
Airman First Class	E-3
Senior Airman	E-4
Staff Sergeant	E-5
Technical Sergeant	E-6

Enlisted Ranks - Pay Grades

Master Sergeant — E-7

Senior Master Sergeant

Chief Master Sergeant — E-8

Chief Master Sergeant of the Air Force

E-9

Lieutenant General

E-9

General

Civilian Grades and Steps

	STEP 1	HR	STEP 2	HR	STEP 3	HR	STEP 4	HR	STEP 5	HR
ADJ GS-01	$15,469	7.41	$15,985	7.66	$16,500	7.91	$17,011	8.15	$17,527	8.40
ADJ GS-02	$17,392	8.33	$17,805	8.53	$18,382	8.81	$18,869	9.04	$19,082	9.14
ADJ GS-03	$18,977	9.09	$19,609	9.40	$20,241	9.70	$20,873	10.00	$21,505	10.30
ADJ GS-04	$21,303	10.21	$22,013	10.55	$22,723	10.89	$23,434	11.23	$24,144	11.57
ADJ GS-05	$23,834	11.42	$24,629	11.80	$25,424	12.18	$26,219	12.56	$27,014	12.94
ADJ GS-06	$26,567	12.73	$27,452	13.15	$28,337	13.58	$29,222	14.00	$30,107	14.43
ADJ GS-07	$29,523	14.15	$30,507	14.62	$31,491	15.09	$32,475	15.56	$33,459	16.03
ADJ GS-08	$32,696	15.67	$33,787	16.19	$34,877	16.71	$35,967	17.23	$37,058	17.76
ADJ GS-09	$36,114	17.30	$37,317	17.88	$38,520	18.46	$39,724	19.03	$40,927	19.61
ADJ GS-10	$39,770	19.06	$41,096	19.69	$42,422	20.33	$43,748	20.96	$45,074	21.60
ADJ GS-11	$43,696	20.94	$45,153	21.64	$46,609	22.33	$48,065	23.03	$49,522	23.73
ADJ GS-12	$52,370	25.09	$54,115	25.93	$55,861	26.77	$57,606	27.60	$59,351	28.44
ADJ GS-13	$62,277	29.84	$64,353	30.84	$66,430	31.83	$68,506	32.83	$70,582	33.82
ADJ GS-14	$73,593	35.26	$76,046	36.44	$78,499	37.61	$80,953	38.79	$83,406	39.96
ADJ GS-15	$86,565	41.48	$89,451	42.86	$92,336	44.24	$95,222	45.63	$98,107	47.01

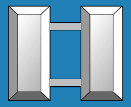
Civilian Grades and Steps

	STEP 6	HR	STEP 7	HR	STEP 8	HR	STEP 9	HR	STEP 10	HR	Within Grade Increase Amounts
ADJ GS-01	$17,830	8.54	$18,336	8.79	$18,849	9.03	$18,869	9.04	$19,351	9.27	VARIES
ADJ GS-02	$19,644	9.41	$20,205	9.68	$20,766	9.95	$21,328	10.22	$21,889	10.49	VARIES
ADJ GS-03	$22,137	10.61	$22,769	10.91	$23,401	11.21	$24,033	11.52	$24,665	11.82	$582
ADJ GS-04	$24,854	11.91	$25,564	12.25	$26,275	12.59	$26,985	12.93	$27,695	13.27	$654
ADJ GS-05	$27,809	13.32	$28,604	13.71	$29,399	14.09	$30,194	14.47	$30,989	14.85	$732
ADJ GS-06	$30,992	14.85	$31,877	15.27	$32,762	15.70	$33,648	16.12	$34,533	16.55	$815
ADJ GS-07	$34,442	16.50	$35,426	16.97	$36,410	17.45	$37,394	17.92	$38,378	18.39	$906
ADJ GS-08	$38,148	18.28	$39,238	18.80	$40,329	19.32	$41,419	19.85	$42,509	20.37	$1,004
ADJ GS-09	$42,130	20.19	$43,334	20.76	$44,537	21.34	$45,740	21.92	$46,943	22.49	$1,108
ADJ GS-10	$46,400	22.23	$47,726	22.87	$49,052	23.50	$50,378	24.14	$51,704	24.77	$1,221
ADJ GS-11	$50,978	24.43	$52,434	25.12	$53,891	25.82	$55,347	26.52	$56,803	27.22	$1,341
ADJ GS-12	$61,096	29.27	$62,841	30.11	$64,587	30.95	$66,332	31.78	$68,077	32.62	$1,607
ADJ GS-13	$72,659	34.82	$74,735	35.81	$76,812	36.80	$78,888	37.80	$80,965	38.79	$1,912
ADJ GS-14	$85,859	41.14	$88,312	42.32	$90,766	43.49	$93,219	44.67	$95,672	45.84	$2,259
ADJ GS-15	$100,993	48.39	$103,878	49.77	$106,764	51.16	$109,649	52.54	$112,535	53.92	$2,657

How They Compare

Second Lieutenant — GS-07/09

First Lieutenant — GS-11


Captain — GS-12

Major — GS-13

Lieutenant Colonel — GS-14

Colonel — GS-15

How They Compare

Brigadier General

Major General

Lieutenant General

General

Senior Executive Service (SES - 01-06)

How to Address - Military

- Sir / Ma’am
- General . . .
- Colonel . . .
- Lieutenant Colonel . . .
- Sgt . . .

- Until Military Person states, “Please call me Joe”

How to Address - Civilians

- Depends on Grade and Position
  - 2-Letter - ASC/PK - Mr. Hatfield
  - 3-Letter Chief - ASC/PKX - Mr. Farrey
  - Co-workers - by first name, Donna, Rosalind

- Until Person states, “Please call me Barry” - “Please call me Joe”

Summary

Remember to use common sense and professional courtesy

Questions?